

**REQUEST FOR PROPOSALS/BIDS**  
City of Wood Village  
Hawthorne Trailhead at Donald Robertson Park

The City of Wood Village, Oregon will be accepting bids until 2 pm, June 22, 2021, for the Hawthorne Trailhead project at Donald Robertson City Park. Submittals from qualified contractors licensed in the State of Oregon will be publicly opened and read. Proposals will be evaluated based on an itemized cost estimate.

**Project description:**

This project involves the construction of a trailhead and parking area in Donald Robertson Park at the Hawthorne Avenue entrance. Work will include clearing and grubbing, grading, placing the gravel base course for the parking area per the Hawthorne Trailhead and Nature Play Area plans and City Construction Standards. Additionally, the Contractor will construct two (2) rock and masonry columns at the entrance based on specifications provided by the City. The City will supply boulders to be installed by the Contractor. The Contractor must implement all necessary erosion and sedimentation control and tree protection measures throughout the duration of the project.

The project specifications, plans, and engineer estimate can be viewed on the City of Wood Village's website at [www.woodvillageor.gov](http://www.woodvillageor.gov)

**Project Schedule:**

Bid Opening	June 22, 2021
Award Contract	July 14, 2021
Notice to Proceed	July 14, 2021
Project Completion	September 30, 2021

**Deliverables:**

Submittals shall be presented to the project manager and reviewed by City of Wood Village Public Works. The final inspection, walk-through and completed punch-list items will be followed by a written approval and final billing.

**Instructions to Bidders:**

Proposers shall be aware that this project is subject to compliance with Prevailing Wage Rate Laws and Federal Labor Standards.

Proposals are to be mailed or delivered to the City of Wood Village Public Works Department, 23335 NE Halsey St., Wood Village, OR 97060.

Proposals shall be identified on the exterior of the sealed envelope including bidder's name, address and business license number.

Proposers shall include with their proposal a Bid Bond to the amount of 5% of the Bid price. Proposers must show that they are licensed and bonded in Oregon.

Any questions regarding this project should be directed to Kyler Roberts, Engineering Technician, prior to the submittal deadline at (503)-489-6862 or [KylerR@woodvillageor.gov](mailto:KylerR@woodvillageor.gov).

#### **Bid Document Format:**

Written bids must be submitted in the format outlined herein. Each bid will be reviewed to determine if it is complete prior to actual evaluation.

#### **Bid Document Content:**

The written bid should provide background information about the company, its employees, and its experience with related projects and clients. Specifically, the bid document should address the following information:

1. Company profile listing: name, address, contractor license number, year established, type of ownership, and size of company and staff. The same information shall be provided of all subcontractors to be used on the project.
2. Current company workload and the ability to perform this work within the limitations of the project schedule. (See above)
3. First Tier Subcontractor disclosure form listing company name, category of work, and dollar amount of work performed for each subcontractor.
4. Proposed approach to the project which includes schedule for each stage of work, timing, and park impact.
5. A detailed itemization of work with corresponding compensation the company expects to be paid for performing the services required to complete this project.
6. At all times during the existence of this Agreement, the contractor shall maintain at its own cost, general liability and property damage insurance (\$2,000,000 per incident, \$2,000,000 aggregate), vehicle insurance (\$2,000,000 per incident) and any workers compensation coverage as required by law. Copies of the insurance certificates must be attached to the submitted quote.